

NON-DUAL STATUS (TITLE 20) STATE TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 29-16	OPENING DATE: 5 Feb 16	CLOSING DATE: 26 Feb 16
WORKING LOCATION: State Comptroller's Office Wilmington, DE	SELECTION METHOD: PANEL	SALARY RANGE(s): GS-13: \$90,255.00 - \$117,336.00 / PA GS-12: \$75,900.00 - \$98,669.00 / PA	
POSITION TITLE: Financial Manager/Comptroller (11539)	PD NUMBER(s): S8723021	OCCUPATIONAL SERIES: 0505	PAY PLAN & GRADE(s): GS-13/12

APPOINTMENT FACTORS

<u>AREAS OF CONSIDERATION</u>	<u>APPOINTMENT STATUS</u>						
<ul style="list-style-type: none">▪ AREA I - All members/employees of the Delaware National Guard.▪ AREA II - All other qualified applicants. <p>** SEE REMARKS**</p>	<table><tr><td>Managerial <input type="checkbox"/></td><td>Supervisory <input checked="" type="checkbox"/></td><td>Neither <input type="checkbox"/></td></tr><tr><td colspan="3">Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/></td></tr></table>	Managerial <input type="checkbox"/>	Supervisory <input checked="" type="checkbox"/>	Neither <input type="checkbox"/>	Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>		
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SELECTIVE PLACEMENT FACTORS

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment. **** If a person applies and is graded as fully qualified at the GS-13 requirements, they will still be hired as a GS-12, but may, after a minimum of 6 months be promoted to a GS-13, strictly due to state fiscal constraints. Anyone who qualifies only at the GS-12 grade, will need at least a year to do a PIP to show they have reached the GS-13 level.****

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1 – Union Official
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FINANCIAL MANAGER/COMPTROLLER (11539)
S8723021, GS-0505-12/13

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Organizes, develops, and recommends State ARNG and ANG fiscal policies and procedures to supplement NGB and State guidance – in order to insure optimum use and control of State financial resources in compliance with all applicable statutes and regulations. Develops the Department's plan of State financial control by keeping a total perspective of financial affairs in relation to past, present, and future planning needs.
- Serves as principal financial advisor and technical expert to the Command Administrative Officer, Deputy Adjutant General, and the Adjutant General. Provide advisory services through briefings, reports, conferences, advisory committee meetings, etc. Advice is used in conjunction with management decisions concerning important financial considerations such as the extent of State financial support to mission programs. Based upon reports and data derived from budget, accounting, and other fiscal sources, analyzes deficiencies and advises senior management of recommendations for corrective actions.
- Implements and maintains an effective system of financial internal controls for the Department, which insures complete accountability for State financial resources and provides full disclosure of financial actions. Insures State fiscal resources are properly managed in compliance with existing statutes and regulations. Recognizes problem areas and determines requirements for special management studies or, when necessary, recommends review by internal or external audit investigation.
- Provides timely financial summaries and reports. Develops, revises, and adapts reporting systems to provide appropriate information to key personnel at all levels. Provides staff leadership and technical guidance in reviewing, analyzing, evaluating, and reporting on program accomplishments in financial terms; comparing performance with operating plans and standards as reflected in financial data, and interpreting in reports the results in order to promote maximum economy and efficiency in the execution of State programs. Prepare the annual GAAP Report Financial Statement for issuance to the Delaware Division of Accounting. Coordinate fiscal activities with other State of DE agencies such as DE OMB, the DE Division of Accounting, the State Treasurer's Office, and DEMA.
- Directs and coordinates preparation and submission of the State fiscal year budget, assuring that proper justification of requirement requests is made. Supervises the administration of funds received from the State and Federal funds received for the Master Cooperative Agreement (MCA) and Military Construction Agreements from the NGB. Periodically reviews, reconciles, and analyzes use of funds by MCA program and recommends adjustments as circumstances require. Prepares draft presentations for the Adjutant General's use at annual budget hearing before the DE Office of Management and Budget, the DE legislative Joint Finance Committee, and the DE Bond Bill Committee. In addition prepares draft presentations for the Adjutant General's use at periodic hearings before the Delaware State Clearinghouse Committee. Also assists the Adjutant General with responding to questions which arise during those hearings.
- Reviews purchasing and contracting orders to insure that procedures have been followed and provides interpretations on new or changed procedures that are initiated by State directives. Provides assistance to the FMO when needed in the preparation and issuance of Requests for Proposals, contracts, and leases.
- Designated the focal point during external audits of all fiscal books, records, and reports maintained at the State Comptroller's Office. Follow up with appropriate corrective action on reports of inspection received from agencies such as the Defense Contract Audit Agency and State Auditor's Office, and internal reviews and audits pertaining to State Comptroller Office matters.
- Incumbent is responsible for serving the following roles and committees: (a) DNG Rapid Response designee for the Governor's Economic Development Ombudsperson Executive Order; (b) DE National Guard and Reserve Emergency Assistant Fund (DENGREAF) Custodian; (c) Bethany Beach Training Site (BBTS) Billeting Fund Treasurer and Council member; (d) DE OMB Federal Aid Master Review Committee; (e) DNG Audit Committee, (f) DNG Education Review Board, and (g) Program Budget Advisory Committee. Also responsible for attending weekly Chief of Staff meetings, monthly USPFO joint staff meetings, and quarterly meetings of the ARNG Strategic Staff.
- Supervises and directs work operations of the State Comptroller's Office which includes budget fiscal accounting and State Military/Technician Pay. Responsible for supervisory personnel management functions. Schedules and approves leave requests of subordinates; initiates requests for filling vacancies and selects or participates in the selection of technicians; counsels technicians on such matters as work performance, required training, proper conduct on and off the job, and suggestions programs; hears technical grievances and deals with union representatives as necessary; takes necessary informal disciplinary actions and, when warranted, proposes formal actions; implements the provisions of the equal employment and employee relations programs, and keeps technicians informed on all aspects of the personnel program pertaining to their situations (e.g., position classification, merit promotion); reviews position descriptions and recommends changes where needed.
- Responsible for supervising the timely and accurate completion of the bi-weekly payroll for State employees and DNG military personnel performing State Active Duty. Serves as the Department's designated Certifying Official for State employee payroll.
- Serves as an agent of the State of Delaware in the receipt, safeguarding, accountability, and disbursement of contract payments, vendor payments, travel reimbursements, and pay entitlements in accordance with a wide variety of laws, rules, and regulations, such as the Delaware Code, the Delaware Budget and Accounting Manual, the Delaware Statewide Travel Policy, the Master Cooperative Agreement, and NGB 5-1. Serves as the Coordinator of the State "Super Card" Program for State employee travel and purchasing credit card issuance and use. Responsible for efficient Department fiscal year close-outs and start-ups functions.
- Acts as the State Grants Officer for ARNG and ANG Federal funding received through the Master Cooperative Agreement and Military Construction Agreements. Secure advance Federal funding as the 1st day of each FFY by completing and submitting annual grant application packages each July to the DE State Clearinghouse Committee. Submit Federal Aid Faster (FM) documents to DE OMB for ongoing grant modifications throughout the fiscal year. Perform periodic MCA appendix reconciliations with Program Managers and the USPFO Office. Prepare and submit MCA appendix extension and close-out requests to the USPFO on a timely basis. Submit a calendar year end MCA Fiscal Report and MCA purchased Federal Equipment Inventory to the USPFO by no later than December 31 each year.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education, or training which provided the applicant with a demonstrated ability to recognize causes of and analyze problems and recommend practical solutions; to deal satisfactorily with others and to negotiate with operating personnel. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE (GS-12): Thirty-six (36) months of specialized experience must include the following KSAs: (All KSAs and experience must be explained separately in writing as it applies to the Duties and Responsibilities above)

- a. Experience in administrative, managerial, supervisory, professional or technical work that provided an opportunity to acquire knowledge of management principles, practices, methods and techniques in a financial management program.
- b. Experience in at least one of the following functional areas of financial management: budgeting; accounting; auditing; management analysis; program evaluation; financial reporting; statistical reporting of program results, in making objective and logical determinations of facts.
- c. Experience in written and oral assignments using various formats and presentation methods to present concepts or positions in a clear and logical manner so that different levels of audiences can comprehend the material presented.
- d. Experience analyzing data, and drawing conclusions from varied and complex data.
- e. Experience establishing and maintaining effective working relationships with personnel having different interests.
- f. Must be thoroughly familiar with State and NGB Directives, regulations, and procedures.

SPECIALIZED EXPERIENCE (GS-13): Thirty-six (36) months of specialized experience must include the following KSAs: (All KSAs and experience must be explained separately in writing as it applies to the Duties and Responsibilities above)

- a. Knowledge of the many aspects of the Master Cooperative Agreement appendixes, and interacted effectively with the U. S. Property and Fiscal Office for Delaware.
- b. Skilled in monthly Expenditure Reports, monthly FSF Reconciliation Reports, quarterly Delaware National Guard and Reserve Emergency Assistance Fund Reports, and an annual Grant/Cooperative Agreement request.
- c. Ability to prepare a comprehensive budget request package for submittal to the DE Office of Management and Budget (OMB).
- d. Experience in preparing effective job posting request memos for submittal to OMB.

STATEMENT OF DIFFERENCES

Duties and responsibilities for the GS-12 level are as described in the basic position description for the GS-13 level. The position has been established at the GS-12 level for a temporary period of time to facilitate recruitment. The incumbent selected will perform the duties as described in the basic position description under closer supervision than originally intended. It is anticipated that as proficiency is gained supervisory controls will gradually be lessened and full performance permitted. At such time, recognition will be given to the performance of assigned duties as envisioned in the basic position description.

* QUALITY OF EXPERIENCE**

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have a valid civilian driver's license (Applicants must provide a copy with application). Must possess or be able to obtain a Secret security clearance for continued employment.

The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office.

NOTE: Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage Envelopes Will Not Be Considered.